



OFFICE OF THE ILLINOIS STATE TREASURER
MICHAEL W. FRERICHs
JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Director of Policy
Division: Policy and Programs
Location: Chicago, Illinois
Salary: Commensurate with experience

Overview: The Director of Policy reports to the Chief Policy and Programs Officer in supporting the Office's policy agenda and research. The position requires the Director to identify policy priorities and outcomes for the office. These policy priorities and strategies will guide and provide a framework for the Office. The Director will need to identify and develop relationships with key legislators, non-profit organizations, business groups, and other advocacy groups. The position requires the Director to collaborate with stakeholders to identify policy needs and priorities. The position requires conducting in-depth, complex policy research. The position requires representing the Office with various stakeholders and stakeholder groups.

Duties and Responsibilities:

- Working with the Chief Policy and Programs Officer and leadership team to develop specific policy initiatives pursuant to the Treasurer's priorities.
- Collaborate with subject matter experts to research complex issues, and examine and evaluate agency policies and programs, identifying alternative possible solutions, and recommending actions to develop and help shape the Office's policies.
- Serve as liaison with citizens, interest groups, and state, local and federal agencies to obtain and share relevant information and resolve constituent concerns in assigned policy areas on behalf of the Treasurer.
- Solicit, distill, and develop policy initiatives proposed by Office staff, pursuant to the direction of the Treasurer.
- Prepare the Treasurer and other Senior Staff for various constituent engagement events, panel discussions, presentations, negotiations, etc.
- Manage various and concurrent policy projects (tasks, timelines, outputs, budgets, team members, scope).
- Conduct detailed policy research, including producing detailed reports, and memos that provide in-depth information on various policy priorities.
- Represent the Office at conferences, meetings, and various other events.

Education and Work Experience: Bachelor's degree in finance and/or public policy and administration, or related field, graduate or law degree preferred; ten (10) or more years of job related experience and decision-making functions. Any equivalent combination of experience and training that provides the required knowledge, skills and abilities to perform the duties of the position.

Application Process: Send completed application including letter of interest and resume via email to:

Chief Operating Officer @ HR@illinoistreasurer.gov

http://www.illinoistreasurer.gov/Office_of_the_Treasurer/Employment_Opportunities

Equal Employment Opportunity Employer. Applicants must be lawfully authorized to work in the United States

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